

## ACCOMMODATION FOR RELIGIOUS OBSERVATIONS

**Policy Number:** 104

**Categorized:** [General Policies](#)

**Responsible Office:** Human Resources, Academic Deans

**Subject:** Accommodating absences of students and employees due to religious observation

**Related Policies:** [Class Attendance](#), [Equal Opportunity and Non-Discrimination](#)

**Procedures:** See below.

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 06/13/2020

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### 1. Scope

This policy applies to all students and employees of Northern Virginia Community College.

### 2. Policy Statement

Northern Virginia Community College recognizes the rich and diverse religious backgrounds of its students and employees and is committed to making reasonable accommodation for the observance of religious holidays unless the accommodation will result in undue hardship.

### 3. Definitions

N/A

### 4. Procedures

Students

- a. Since religious observances do not always conform to academic holidays, fair, reasonable, and appropriate accommodations to students wishing to observe religious holidays are encouraged, provided that students notify their instructors well in advance of schedule conflicts.
- b. Once the syllabus and class schedule have been distributed, students should determine if there are any conflicts between class time and religious observance. Students should contact their faculty as soon as possible to make arrangements for excused absences on those days and to make up any missed work.

- c. Faculty are encouraged to be sensitive to the religious practices of their students and to provide appropriate alternatives to those students whenever it is academically feasible to do so.
- d. If a faculty member refuses to make accommodation for religious observance, students should follow the [Student Grievance Procedure](#) to request review of the decision.

#### Employees

- a. Supervisors should make reasonable accommodation in granting leave requests for the religious holiday needs of employees unless the accommodation will result in undue hardship.
- b. Employees may use accrued or earned annual, family/personal, compensatory, overtime, or recognition leave. Employees should make these requests in advance to allow agencies to be able to accommodate these requests.

### **5. Authority**

VCCS Policy 5.6.8 Class Attendance

[DHRM Policy 4.25 Holidays](#)